

# How To Setup POP Email Accounts In Outlook

This article will assist you in setting up your email accounts that you have set up within the CHI.Midphase.com account on your Computer.

First, verify the login details are correct by logging in at <https://chimail.midphase.com>. The username is your email address. If the password you enter does not work, you will likely need to reset it through <https://chi.midphase.com> in the Domains -> Email area. Once you are able to log in through your browser, follow the steps below to set up your email in Outlook.

**STEP 1:** Open **Outlook**

**STEP 2:** Click on **File** then **Add Account...**

**STEP 3:** Select **Manually configure server settings or additional server types.**

**STEP 4:** Click **Next**

**STEP 5:** *Server Type:* Select **Internet E-mail** and click **Next.**

**STEP 6:** *Internet E-mail Settings*

**\*\*Please replace John Doe with your name and [johndoe@yourdomain.com](mailto:johndoe@yourdomain.com) with your email address\*\***

User Information

**Your Name:** John Doe

**E-mail Address:** Your full email address e.g. [johndoe@yourdomain.com](mailto:johndoe@yourdomain.com)

Server Information

**Account Type:** POP3

**Incoming mail server (POP3):** [chimail.midphase.com](https://chimail.midphase.com)

**Outgoing mail server (SMTP):** [chimail.midphase.com](https://chimail.midphase.com)

Logon Information

**User Name:** Your full email address e.g. [johndoe@yourdomain.com](mailto:johndoe@yourdomain.com)

**Password:** The password for your email address

Check **Remember password**

**STEP 7:** Click **More Settings...**

Outgoing Server tab

Check box to **My outgoing server (SMTP) requires authentication**

Select **Use same settings as my incoming mail server**

**STEP 8:** Advanced tab

**Incoming server (POP3):** 110

**Outgoing server (SMTP):** 587

Tick the box **Leave a copy of the messages on the server**

Click **OK**

**STEP 9:** Click **Next**

**STEP 10:** Click **Finish**

If you encounter any errors or problems with this process, please contact our technical support department. They will be happy to help resolve any issues you experience.



This information is related to setting up Outlook for Email accounts set up through <https://chi.midphase.com>

## Related articles

- [How To Change An Email Password](#)
- [How To Set Up Email On Your iPhone](#)
- [How To Enable Two-Factor Authentication](#)
- [What Is Email Spoofing](#)
- [How To Add My Email Account To Entourage](#)